

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, MAIN STREET, UPPER POPPLETON AT 7.00 PM ON MONDAY 10 SEPTEMBER 2012

#### PRESENT

Councillor Peter Hawkins (Chairman)

Councillor Eddie Allen  
Councillor Kathie Brydson.  
Councillor Vivien Crabb  
Councillor Ted Kendall  
Councillor Stuart Robson  
Councillor Rachel Watters

City Councillor Ian Gillies

Mr James Mackman (Clerk)

#### 12.176 – CO-OPTION AND INTRODUCTION OF NEW COUNCILLORS

No names were put forward.

#### 12.177 - TO RECEIVE DECLARATIONS OF INTEREST ON ANY MATTERS OF BUSINESS

None.

#### 12.178 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

All Councillors being present there were no apologies.

#### 12.179 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 9 JULY 2012

The minutes of the meeting held on 9 July 2012, having been circulated and read, were accepted and signed as a true record.

#### 12.180 - PUBLIC PARTICIPATION

None.

#### 12.181 - TO RECEIVE CITY COUNCILLORS' COMMENTS - for information only

City Councillor Ian Gillies reported that

- Notice of the events relating to the forthcoming archaeological dig on the site of the proposed A59 Park & Ride site has been sent to all houses in the village.
- There has been an increase in the frequency of cars being parked either side of the railway crossing in Station Road and this is causing congestion just after the gates reopen after a train has gone through.
- The Head of The City Council's Neighbourhood Management Department has indicated that she'd like to attend a Parish Council meeting
- The City Council has now given out the £120,000 grants that used to be given by the Ward Committees. The sum of £10,000 has been paid to the agent for doing the work relating to paying the grants. It had been anticipated that the agent would be attracting external funding but this hasn't happened.
- He would look to see if he could arrange for the railway crossing gates to be repainted.

## 12.182 - TO RECEIVE THE CLERK'S REPORT

### (a) Progress on painting the maypole (Min. 12.155a)

It was noted that the maypole has been painted to within six feet of the top and that the weather vane has been greased. It was agreed that as soon as the painting has been completed the invoice for the work will be paid. **(Action Clerk)**

### (b) Progress on repairs to the fence between the allotments and the School (Min. 12.155b)

The fence has still not been repaired. The Chairman reported that he had mentioned the broken fence to the Chairman of the School Governors. It was agreed that a price for mending the fence be obtained and that the School be asked to pay the bill if the Parish Council has the fence mended. **(Action Clerk)**

### (c) Progress on removing low branches on trees on the Green (Min. 12.160ai)

Councillor Hawkins, John Pannell and the Clerk removed the low branches on the trees on the Green and tidied up prior to the visit by the Yorkshire in Bloom judges.

### (d) Progress on trimming the hedge at the allotments (Min. 12.160aii)

Summerfield Nursery (the new name for Baron Landscape) has trimmed back the hedge.

### (e) Progress on painting the pump in Station Road (Min. 12.160cii)

Ken Falkingham has painted the pump.

## 12.183 - FINANCE

### (a) To receive a financial statement

The Clerk presented a detailed report showing the actual income and expenditure for the current financial year for the period to 10 September 2012. The report reflected the receipts and payments below. The bank balances at 10 September were:

Current		
Account		£500.00
Business	Money	Manager
Account		£16,641.53

### (b) To agree accounts for payment (net of VAT);

1409	Nether Poppleton Parish Council	Half the cost of the Queen's Diamond Jubilee celebrations	£841.27
1410	Poppleton Community Trust	Grant	£5,000.00
1411	Poppleton Community Railway Nursery	Grant	£750.00
1412	Nether with Upper PPC	Grant towards the cost of grass cutting in the Churchyard	£300.00
1413	Poppleton Youth Action Group	Grant	£1,000.00
1414	James Mackman	Salary August	£459.20
1415	James Mackman	Salary September	£459.20
1416	Yorkshire Water	Allotment water	£9.96
1417	Summerfield Nursery	Grass cutting	£300.00
1418	Poppleton Community Trust	Room hire - July	£19.90
1419	P R Lunan	New "NO PARKING" sign	£140.00
1420	Post Office Ltd	Tax August	£114.80

1421	K Falkingham	Painting pump	£25.00
1422	Mrs L Cariss	Internal audit fee	£80.00
1423	Post Office Ltd	Tax September	£114.80
1424	James Mackman	Expenses	£13.67
1424	Jubilee Photograph Competition winners	Half share of prize money	£35.00

(c) *To receive a report on income received*

HSBC	Bank interest	£3.01
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(d) *To consider the review of the Standing Orders & Financial Regulations*

Councillor Hawkins gave details of five amendments to the Standing Orders that he and Councillor Kendall were recommending be made. The amendments were agreed. The current Standing Orders will be suitably amended and the revised version sent to all Councillors. **(Action Clerk)**

It was agreed to defer discussion on the revision of the Financial Regulations.

(e) *To consider the review of the Parish Council's internal audit procedure*

Discussion on this subject was deferred.

(f) *To consider the Internal Auditor's report*

The Clerk read the Internal Auditor's report. There were no adverse comments in the report which was accepted.

## **12.184 - TO NOTE CORRESPONDENCE RECEIVED**

*12.157.1 - The Clerk referred to the following item of correspondence*

- (a) Ainsty (2008) Internal Drainage Board - Completion of Audit statement which had been put on the All Saints Church Hall notice board
- (b) A letter from All Saints Church thanking the Parish Council for the grant for cutting the grass in the church yard
- (c) Details of changes to banking services from HSBC
- (d) A letter from Poppleton Youth Action Group thanking the Parish Council for the grant
- (e) A letter from the Poppleton Community Railway Nursery thanking the Parish Council for the grant
- (f) A letter from the Poppleton Community Trust thanking the Parish Council for the grant
- (g) A letter from Roger Skehan thanking the Parish Council for its help regarding his appeal against a planning application for Bankside Close
- (h) A letter from The Conservation Volunteers regarding York Get Growing project news
- (i) A letter from the YLCA regarding the Government's proposition to change the law on Parish Council s' payments procedure which was noted

*12.157.2 - It was agreed that the correspondence received since the July Parish Council meeting, as listed below, be circulated to the Councillors*

- (a) Audit Commission - Notice of appointment of Littlejohn LLP
- (b) Burn & Co - Law Brief - 2012 Issue 2
- (c) Clerk & Councils Direct - September 2012 - Issue 83
- (d) CYC - Streets Ahead Summer 2012
- (e) Martin House - Update Autumn Winter 2012
- (f) Nether Poppleton Parish Council - Minutes of the meetings held on 18 June and 16 July

(g) YOPF - Newsletter Summer 2012

## 12.185 – TO RECEIVE THE PLANNING COMMITTEE REPORT

### (a) *To consider Planning Applications*

The Clerk had circulated a detailed list of current outstanding planning applications including applications received since the July Parish Council meeting and considered by the Planning Committee. The table below shows the plans that have been considered by the Parish Council's Planning Committee and the Planning Committee's comments. The Parish Councillors confirmed their agreement of the Planning Committee's comments.

Details of Planning Application	Comments
Ref: 12/02302/FUL – Two-storey rear, single-storey side extensions and detached garage with room in roof at Dutton Farm, Red Lion to Shirbutt Lane by Mr & Mrs Otley.	No objections
Ref: 12/02307/FUL – Erection of plant and entrance canopies and ancillary works thereto at Poppleton Garden Centre, Northfield Lane by Poppleton Garden Centre.	No objections
Ref: 12/02335/FUL – Erection of wall to side at Field House, 131 Long Ridge Lane by Mr Tim Davis.	No objections
Ref: 12/02404/FUL – Change of use of existing building from storage to holiday let (resubmission) at Nairobi Stables, Boroughbridge Road by Mr Roger Wood.	No objections
Ref: 12/02429/FULM – Variation of condition 2 of planning permission 09/02294/FULM to alter the layout of the park & ride facility at the proposed site for Poppleton Bar Park & Ride, Northfield Lane by City of York Council.	<p>Halcrow, in liaison with York City Council have submitted a revised planning scheme relating to the Park and Ride Scheme, which is to alter the layout of the site.</p> <p>However, Mr Ian Routledge has analysed the proposal for the redesigned Station Road Junction and written a substantive paper based on his professional expertise (copy attached). We would draw your attention not only to the detail in the paper, but to his summary on page 6 where he writes about his disquiet concerning the efficacy of the proposed traffic flow, the inefficiency of the traffic signals controlling that flow, the unsafe location of the zebra crossing and gridlocking of the whole cross roads.</p> <p>We object, not to the main scheme, but</p>

	to the design and efficiency of the proposed traffic scheme which is part and parcel of the effective planning policy.
Ref: 12/02439/FUL – Erection of a detached dwelling and associated driveway following demolition of existing dwelling at 1 Station Road by Mr & Mrs Lycett.	No objections
Ref: 12/02487/FUL – Two-storey extension to rear and porch to front at 10 Beech Grove by Miss Rose Balbontin.	No objections
Ref: 12/02603/FUL – Erection of an acoustic screen to extract fans on rear roof at Co-operative Retail Services Ltd, The Green by Co-operative Food Group.	The Parish Council supports the application.
Ref: 12/02749/FUL – Single-storey rear extension (retrospective) at 30 Long Ridge Lane by Mr Nigel Dorman.	The Parish Council has no objections but would have preferred an application prior to the event rather than a retrospective application.

*(b) To note Local Authority Planning Decisions*

It was noted that the Local Planning Authority had approved the following applications:

- Ref: 12/01692/FUL – Installation of doors and rooflights to side and rear at 19 Springfield Road by Mr & Mrs Larkman.
- Ref: 12/01879/FUL – Erection of double garage at 97 Station Road by Mr & Mrs Martin Walker.
- Ref: 12/02018/FUL – First floor extension to rear at 70 Station Road by Mr Maurice Walpole.
- Ref: 12/02130/FULM – Variation of condition no.11 of approved application 11/02637/FULM (extension to building) to alter wording in relation to product range at Poppleton Garden Centre, Northfield Lane by Poppleton Garden Centre.
- Ref: 12/02141/FUL – Two-storey side extension and single-storey side and rear extensions at 56 Station Road by Mr & Mrs D Wright.
- Ref: 12/02189/FUL – Single-storey side extension with rooms in roof and single-storey rear extensions at 85 Station Road by Ms Sheila Bloomer.
- Ref: 12/02227/FUL – Conversion of outbuildings to form detached annex with car port (revised scheme) at Fern House, Hodgson Lane by Mr & Mrs Parker.
- Ref: 12/02302/FUL – Two-storey rear, single-storey side extensions and detached garage with room in roof at Dutton Farm, Red Lion to Shirbutt Lane by Mr & Mrs Otley.
- Ref: 12/02335/FUL – Erection of wall to side at Field House, 131 Long Ridge Lane by Mr Tim Davis.
- Ref: 12/02404/FUL – Change of use of existing building from storage to holiday let (resubmission) at Nairobi Stables, Boroughbridge Road by Mr Roger Wood.

It was noted that the Local Planning Authority had refused the following application:  
Ref: 12/01911/OUTM – Erection of 13no. dwellings and associated infrastructure at land between Sports Field and Westview Close by Hogg Builders (York) Ltd.

## **12.186 – TO CONSIDER ITEMS RELATING TO HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS**

### *(a) To consider reports on vandalism*

It was noted that the Main Street sign near the surgery on the Green is listing. It was agreed that remedy should be sought through the FixMyStreet website. **(Action Councillor Hawkins)**

### *(b) To consider the removal of the UPPER POPPLETON sign in Hodgson Lane*

Councillor Hawkins explained how a resident had cut her head on the sign and that he had tried unsuccessfully to alter the height with the result that he had had to remove the sign. It was agreed that the sign is no longer needed given that the Millennium sign at the junction of the A59 with Hodgson Lane is sufficient. It was agreed that the City Council be informed that the sign did not need to be fixed and that the remaining post should be removed. **(Action Clerk)**

### *(c) To receive other reports*

None.

## **12.187 – TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS**

### *(a) Trees*

It was reported that the branch of another tree in Blairgowrie has fallen onto Chantry Green. The Clerk was deputed to ask the landowner's agent to have the branch removed within the next seven days. **(Action Clerk)**

### *(b) Events*

None.

### *(c) Maintenance –*

#### *i. To discuss refurbishing the War Memorial*

The Chairman explained that the War Memorials Trust had said that it would not give a grant towards the work proposed by the stonemason. It would prefer the letters to be restored individually rather than have the surface taken back. It was agreed that advice should be sought from the York Minster Stoneyard as to what method they would prefer for repainting the lettering and if they would be able to carry out the work. **(Action Clerk)**

#### *ii. To confirm the refurbishment of the No Parking sign near the Methodist Church*

The Clerk reported that when the trees on the Green were trimmed back it was noticed that the No Parking sign outside the Methodist Church was in a poor state of repair. The sign was removed and has been replaced with a new sign at a cost of £140.00. The Councillors confirmed their approval of this action.

*iii.* Concern was expressed about the standard of recent grass cuts on the Green. It was agreed that the Clerk should ascertain when the next grass cut would take place so that Councillors could check on the standard. **(Action Clerk)**

## **12.188 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS**

(a) Councillor Hawkins reported on the Neighbourhood Planning meeting held on 18 July.

(b) Councillors Robson and Hawkins reported on the E-Planning meeting held on 3 August.



### **12.189 – TO RECEIVE A REPORT ON VILLAGE POLICING**

The following schedule of incidents in Upper Poppleton had been received from Nigel Colley PCSO 5642, Rural West Safer Neighbourhood Policing Team.

5 Jul	Theft	Goods taken – known suspect awaiting arrest	The Green
16 Jul	Autocrime	Catalytic convertors taken	Boroughbridge Road
17 Jul	Theft	Money taken from purse	Hodgson Lane
19 Jul	Burglary - dwelling	TVs stolen – 2 arrested	Hodgson Lane
21 Jul	Theft	Petrol taken not paid for	Boroughbridge Road
11 Aug	Damage	Field and fence damage	Northfield Lane
12 Aug	Burglary - dwelling	Dwelling entered, various items taken	Burlands Lane
16 Aug	Theft	Attempt to steal fencing – 3 arrests	Northfield Lane
21 Aug	Theft	Diesel theft – two arrests	Northfield Lane
28 Aug	Theft	Quad bike taken	Burlands Lane

PCSO Colley reported that crime still showing a decrease against last year: standing at 25% down

### **12.190 – TO RECEIVE A REPORT FROM THE YORKSHIRE IN BLOOM COMPETITION WORKING PARTY**

Councillor Allen reported that the judges' second visit to Poppleton on 17 July appeared to have gone smoothly. The judges were very complimentary. We are now waiting for the result of the villages' entry which will be announced at the Awards Ceremony to be held at York Racecourse on 18 September.

Councillor Allen

- Showed a copy of the certificate that had been awarded to the winner of the Best Garden Competition.
- Expressed his delight that the tubs which had been installed round the village were still intact, having not been subjected to any abuse
- Said that it was very likely that he and Mike Walker would want the village to participate in the 2013 Yorkshire in Bloom Competition. They would be holding a brain-storming session in October to review this year's entry.

Councillor Hawkins, on behalf of the Parish Council, thanked Councillor Allen and Mike Walker for the work they had put in to make the Parish Council's entry so successful.

Councillor Allen expressed his thanks to all present for their support.

### **12.191 – TO RECEIVE AN UPDATE ON NEIGHBOURHOOD WATCH**

No report. It was agreed to remove this item from the agenda for the time being.

### **12.192 – TO FOLLOW UP ON THE QUEEN'S DIAMOND JUBILEE FINALE**

It was reported that the Diamond Jubilee Finale evening wasn't well attended but the residents who went watched a 56-minute DVD of all the Poppleton Jubilee celebrations which had been filmed by Ted Kendall. There had been a number of entries for the photographic

competition. The first prize of £40 was won by Mike Walker, the second and third prizes of £20 and £10 respectively were won by Julian Crabb.

#### **12.193 – TO CONSIDER THE REVIEW OF THE PARISH COUNCIL’S FREEDOM OF INFORMATION PROCEDURE AND RISK ASSESSMENT**

The Clerk circulated an amended version of the Parish Council’s current Freedom of Information procedure. The Councillors resolved to accept the amended version. This will be put on the Parish Council’s website in due course.

Discussion on the Parish Council’s Risk Assessment was deferred.

#### **12.194 – TO DISCUSS NEIGHBOURHOOD PLANNING**

After discussion it was agreed that the Parish Council did not wish to proceed with drawing up a Neighbourhood Plan at the present time and the City Council is to be advised of this fact. **(Action Clerk)**

#### **12.195 – TO ADOPT THE REVISED CODE OF CONDUCT**

The Clerk had personalised the Code of Conduct agreed at the July meeting so that references were to Upper Poppleton Parish Council. It was resolved to adopt the Code of Conduct as revised.

#### **12.196 – TO DISCUSS THE IMPACT OF THE WITHDRAWAL OF WARD COMMITTEE FUNDING OF SALT BINS IN THE PARISH**

It was agreed that the Parish Council would not accept any financial responsibility for salt bins and that there would be no objection if the City Council removed the existing salt bins.

#### **12.197 – TO CONSIDER THE PROVISION OF A SEAT ON THE VERGE OF THE NARROW SECTION OF WESTFIELD LANE.**

The Clerk reported having spoken to Mrs Parker who had said that it is very likely that the log that used to be on the verge in Hodgson Lane will be put back after this year’s harvesting has finished.

#### **12.198 - TO CONSIDER TRAFFIC CALMING MEASURES IN HODGSON LANE**

A letter and report from Ian Routledge had been given to Councillors prior to the meeting. This was discussed and accepted. It was agreed that a 20mph limit in Hodgson Lane would not be appropriate but that a re-engineered road layout might help to slow down traffic. It was agreed that the subject of traffic would be raised at the forthcoming meeting with Project Manager for the Park and Ride on 17 September.

#### **12.199 – TO DISCUSS MATTERS RELATING TO THE A59 PARK & RIDE.**

The question of the area of land designated as Village Green in the proposed A59 Park & Ride site was discussed. Councillor Hawkins produced a plan of the proposed works which showed which bit of Green had been taken for the slip road out of Northfield Lane. It was noted that there is no financial obligation for the Parish Council on any of the land on the Park & Ride site.

#### **12.200 – TO CONSIDER A POLICY FOR CO-OPTING NEW COUNCILLORS**

After a long discussion it was agreed that the current method of dealing with residents seeking co-option on to the Parish Council should continue.

**12.201 – TO AGREE THE CLERK’S ATTENDANCE AT THE TRAINING DAY AT RICCALL**

The Clerk reported that he would like to attend an SLCC course at Riccall on 28 September. The cost of the course is £7.50 and that mileage will be £12.60. It was resolved to pay for the course.

**12.202 - TO CONSIDER PARISH COUNCILLOR TRAINING**

The Councillors considered the YLCA training courses on offer in October 2012. It was agreed that no Councillor would be attending.

**12.203 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
11 Sep	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Brydson or Watters
18 Sep	Ward Team	Committee Room 1, Guildhall/ 10.30am	Hawkins
21 Sep	Traffic Calming/Park & Ride	Poppleton Centre/ 11.00am	Hawkins, Robson
22 Sep	Millennium Green Trust Social Evening – Scottish Ceilidh	Poppleton Centre/ 7.30pm	All
4 Oct	YLCA York Branch	Acaster Malbis village hall/ 7.30pm	Hawkins
10 Oct	PYAG AGM	Youth Club, Main Street/ 8.00pm	Hawkins

**12.204 - TO CONSIDER MINOR MATTERS**

*Minor Matters*

None.

**12.205 – TO CONSIDER ITEMS FOR THE NEXT AGENDA**

None.

**12.206 - TO AGREE THE DATE OF THE NEXT MEETING**

The date of the next meeting was agreed as Monday 8 October 2012 at 7.00pm.

There being no other business the Chairman closed the meeting at 10.17pm.

CHAIRMAN .....

DATE.....

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